



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Purchasing  
Report Number: 2019-209-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: November 12, 2019  
Subject: Request for Proposal 19-P11 City of Cornwall Comprehensive Zoning By-law Review

**Purpose**

To obtain consulting services for a comprehensive review for the City of Cornwall Zoning By-law.

**Recommendation**

That RFP 19-P11 be awarded to WSP Canada Group Limited, from Ottawa, Ontario, at the total bid price of \$234,249.00 (net cost to the Corporation - \$210,948.48) being the best Proposal meeting the specifications.

**Strategic Priority Implications**

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

**Financial Implications**

Through the 2019 Budget process, it was proposed to fund the Zoning By-law Review over a two-year period, beginning in 2019. The Corporation has budgeted \$100,000 in the 2019 Budget and will budget the remaining \$111,000



in the 2020 Budget. Funding for both years will come from the Working Reserve (Planning Studies).

## **Background / Discussion**

In April of 2018, the Assistant Deputy Minister of Housing signed a letter of approval for the City of Cornwall Official Plan. With the signing of that Official Plan, the Planning Act, Section 26(9) states that a municipality must, no later than three years after a revision comes into effect; amend the Zoning By-laws that are in effect in the municipality to ensure they conform with the Official Plan. In response to this, the Planning Division initiated an RFP process to obtain a consulting firm to assist with this update of more than 500 amendments. This is a result of the fact that the Zoning By-law dates back to 1969 and although there have been major updates to certain parts of the Zoning By-law; there has not been a comprehensive update.

The Corporation invited proposals from qualified consultants to prepare a new Comprehensive Zoning By-law to replace By-law No. 751.1969, as amended.

The new comprehensive Zoning By-law is to meet the following objectives:

- Provide a Comprehensive Zoning By-law in accordance with the recently approved Official Plan;
- Undertake any necessary background research to ensure the Zoning By-law is consistent with current legislation and policy;
- To create an updated Zoning By-law that reflects current development standards and approaches, eliminates provisions which are no longer required or effective, and establishes new provisions which better reflect current and projected circumstances;
- To streamline the document and simplify provisions, where possible;
- Be presented in a user friendly, Accessibility for Ontarians with Disabilities Act (AODA) format.

The Comprehensive Zoning By-law Review will be conducted with the benefit of a comprehensive public engagement and consultation program that will promote input and foster consensus with stakeholders, the public, government agencies, and the private sector.



The proposals were evaluated against the following Criteria:

- (1) Experience of Proponent
- (2) Experience and Qualification
- (3) Understanding of Objectives
- (4) Cost

The following Requests for Proposals were received and opened by Purchasing Services and evaluated by the Selection Committee:

**Dillon Consulting Limited, Ottawa, Ontario**

Bid Price:	\$229,952.50
HST:	\$29,893.83
Total Bid Price:	\$259,846.33

**J.L. Richards & Associates Limited, Ottawa, Ontario**

Bid Price:	\$250,000.00
HST:	\$32,500.00
Total bid Price:	\$282,500.00

**WSP Canada Group Limited, Ottawa, Ontario**

Bid Price:	\$207,300.00
HST:	\$26,949.00
Total Bid Price:	\$234,249.00

A Proposal was also received from Fotenn Consultants Incorporated; however, it did not meet the minimum required score to be evaluated for pricing.

Document Title:	RFP 19-P11 Comprehensive Zoning By-law Review - 2019-209-Financial Services.docx
Attachments:	
Final Approval Date:	Nov 5, 2019

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Nov 5, 2019 - 11:34 AM**

**Tracey Bailey - Nov 5, 2019 - 3:08 PM**

**Maureen Adams - Nov 5, 2019 - 4:35 PM**